TM-2 PREPARER COURSE

USING NASA TRAVEL MANAGER SYSTEM

CLASSROOM EXERCISE

Trip Information

***Create an Authorization*:**

Trip: Chicago, IL

      5 Days

The scenario includes two Accounting Codes, one from the traveler's organization and the other from another organization. Split funding between the two accounts 50/50 percent. Commercial air will be used as the mode of transportation for $500.00, which will be charged to traveler's credit card. A rental car is authorized at the travel destination – enter an expense for $200.

***Create a Voucher from the Authorization*:**

Add a Personal Call expense for $5.00 on the first day and $3.00 on the last day. Enter in Comments: 600 miles total for rental car. All 600 miles were official.